FAQ and Information for New and Visiting Faculty

OPD – Online Phone Directory – http://opd.agnesscott.edu
Log in with network credentials

For emergencies:
Public Safety – 404-471-6400
https://www.agnesscott.edu/publicsafety/index.html

How do I access my class roster?
AscAgnes – https://ascagnes.agnesscott.edu
Contact the office of the registrar with any questions.


For help with Technology, check out the “Tutorials” page here:
https://www.agnesscott.edu/its/how-to/tutorials/index.html

Who do I call for help with my office computer or software?
ITS Help Desk – 404-471-5487; email: itshelp@agnesscott.edu.
http://www.agnesscott.edu/its/index.html
First, call Faculty Services! We may be able to provide troubleshooting assistance.

For college-related travel.
You must submit a travel form for ALL college-related travel, no matter the source of funding. The form can be found be here:

For help with classroom technology:

For students with academic issues:
Office of Academic Advising, Jennifer Cannady – 404-471-6200
http://www.agnesscott.edu/academicadvising/index.html

For students with personal/emotional issues:
CAPS (Counseling and Psychological Services) – 404-471-7100 caps@agnesscott.edu
http://www.agnesscott.edu/wellnesscenter/caps/index.html

Students with disabilities (Accessible Education):
https://www.agnesscott.edu/academicadvising/disability-services.html

Disruptive behavior in the classroom:
Talk to your department chair!
**If you suspect plagiarism or cheating:**
Talk to your department chair first! Then Assistant Dean Jennifer Cannady, 404-471-6200, jcannady@agnesscott.edu

**Sexual Harassment and Misconduct (Title IX)**
Karen Gilbert, Associate Vice President for Human Resources, 404-471-6435
Marti Fessenden, Title IX Coordinator, 404-471-6547

**How do I make photocopies?**
Your print job can be picked up from any printer on campus by scanning your ASC ID card.

**Who do I notify if I'm going to be late for class or am unable to meet my class?**
If your class/office is in Buttrick Hall call Misty Dumas-Patterson, 404-471-5517. For Bullock Science Center, call Jonna Patel, 404-471-6368, for classes in the Dana Fine Arts Building or Dance, call Leah Owenby, 404-471-5150; for Presser Hall call Chloe Weeks at 404-417-6049.

**For textbook ordering:**
Agnes Scott Bookstore – 404-471-6350
1. Go to the link below:  
3. If you don't already have an account, click on "New? Register Here -->"
4. Note that our New ID for bookstore is 2049. That's the key to matching you to your courses.
5. When you are prompted to indicate whether you are an "approver" or "submitter", please select "approver".
6. Fill out the book adoption form using the pull down options for dept., course number, section, and then put in ISBN and submit.
You'll receive an email confirmation of your book order.

**Library reserves:**
Christopher Bishop, 404-471-6094, cbishop@agnesscott.edu
[https://www.agnesscott.edu/library/staff-directory.html](https://www.agnesscott.edu/library/staff-directory.html)

**User Education Librarian (Course libguides, etc.)**
Casey Long – 404-471-6343, clong@agnesscott.edu
[https://www.agnesscott.edu/library/staff-directory.html](https://www.agnesscott.edu/library/staff-directory.html)

**Faculty guide to the Library:**
[http://libguides.agnesscott.edu/faculty](http://libguides.agnesscott.edu/faculty)

**Office fixtures/heating/air conditioning**
Office of Facilities, 404-471-6331, workorder@agnesscott.edu

**Office keys**
Thomaysa Stinson, 404-471-6361, tstinson@agnesscott.edu
**Where do I get supplies for my office?**
Check with your department chair to see if there is a general supply area for the department. If you don’t find what you need, any Faculty Services office can order supplies for you and charge them to your department with your chair’s permission.

**For anything we missed, contact your Faculty Services assistant!**
- **Buttrick Hall**: Misty Dumas-Patterson 404-471-5517, mdumas-patterson@agnesscott.edu
- **Bullock Science Center**: 404-471-6368, jpatel@agnesscott.edu
- **Campbell Hall**: Misty Dumas-Patterson 404-471-5517
- **Dana Fine Arts**: Leah Owenby, 404-471-5150, lowenby@agnesscott.edu
- **Presser Hall**: Chloe Weeks, 404-471-6049, cweeks@agnesscott.edu